

## **APPENDIX R: ABT Program Scope**

### **Payroll and Benefits Business Functions**

1. Time Entry – The ABT Program will evaluate time entry and determine if a standard time entry solution is available for those agencies and departments that have manual or inefficient time entry.
2. Bi-Weekly pay cycle
3. The ABT Program will implement a common biweekly pay cycle for all county employees
4. Benefits Administration – The ABT Program will implement a common set of business processes to administer benefits including Leave Administration.

### **Human Resources Business Functions**

1. Position Management
2. Workforce Management and Succession Planning
3. Recruitment
4. Employee Leave Administration
5. Employee Development
6. Labor Contract negotiations
7. Employee Performance Management (and Merit Pay)
8. Position Core Competencies

### **Finance Business Functions**

1. General Ledger and Financial Reporting
2. Cost Accounting and Project Management
3. Procure to Pay (Procurement and Accounts Payable) – Procurement best practices
4. Asset Accounting
5. Order to Cash (Order Management and Account Receivable)
6. Treasury & Cash Management
7. Labor Distribution Methodology
8. Cost Allocation
9. Accounting Structure
10. Activity Based Costing – supported by accounting structure
11. Document Imaging – to be determined
12. Data Management and Reporting – central, end-user tools, evaluate Data Warehouse

### **Other In Scope Areas**

1. Budget Preparation and Management – as part of new budget system
2. Side Systems and Interfaces – to be determined